

Daily Schedule

8:25 - 9:10	Homeroom/1 st Period
9:10 - 9:50	2 nd Period
9:50 - 10:10	Community Meeting
10:10 - 10:50	3 rd Period
10:50 - 11:30	4 th Period
11:30 - 12:10	Mentor Period
12:10 - 12:40	Lunch
12:40 - 1:20	5 th Period
1:20 - 2:00	6 th Period
2:00 - 2:40	7 th Period
2:40 - 3:20	8 th (Activity) Period (Mon, Tue, Thurs, Friday Only)

Wednesday: Dismissal is at 2:40

HILL TOP PREPARATORY SCHOOL

2019 - 2020 ACADEMIC CALENDAR

Revised 6/18/19caf

September	Monday Tuesday Monday	2 3 30	Labor Day, NO SCHOOL , Offices Closed Classes Begin (8:20 am) Holiday, NO SCHOOL , Offices Closed	March	Monday Tues-Thurs Friday	16 17-19 20	End of 3rd marking period Testing/Conferences, Early Dismissal In-service, NO SCHOOL , Offices Open
October	Wednesday Friday Thursday	9 18 31	Holiday, NO SCHOOL , Offices Closed Headmaster's Holiday, NO SCHOOL , Offices Closed End of 1st Marking Period	April	Mon-Mon Tuesday	6-13 14	Spring Break, NO SCHOOL , Offices Closed Classes Resume
November	Friday Mon-Tues Wed - Fri	1 25-26 27-29	In-Service, NO SCHOOL , Offices Open Fall Conferences, NO SCHOOL , Offices Open Holiday, NO SCHOOL , Offices Closed	May	Friday Monday Wed-Fri	8 25 27-29	In-Service, NO SCHOOL , Offices Open Holiday, NO SCHOOL , Offices Closed Final Exams
December	Monday Mon-Tues	2 23-31	Classes Resume Winter Break, NO SCHOOL , Offices Closed	June	Wed-Fri Monday	3-5 8	Spirit Week Eighth Grade Moving Up Ceremony Academic Awards Ceremony All School Cookout Last Day of School, Early Dismissal Commencement (10:00 am)
January	Wed-Fri Monday Friday Monday Wed-Fri Friday	1-3 6 17 20 22-24 24	Winter Break, NO SCHOOL , Offices Closed Classes Resume In-Service, NO SCHOOL , Offices Open Holiday, NO SCHOOL , Offices Closed Midterm Exams End of 2nd Marking Period		Tuesday	9	
February	Friday Monday	14 17	Holiday, NO SCHOOL , Offices Closed Holiday, NO SCHOOL , Offices Closed				

NOTE: THIS CALENDAR SIMPLY REFLECTS
HILL TOP PREP'S OPENING, CLOSING
AND EARLY DISMISSAL DAYS. PLEASE
VISIT OUR WEBSITE REGULARY
THROUGHOUT THE YEAR FOR ALL
OTHER COMMUNITY EVENTS!



HILL TOP

Preparatory School

June, 2019

Hill Top Parents and Students,

As with recent years, we will again be providing a MacBook Air to all Hill Top students. If they are a returning student, they will be issued the same 13" MacBook Air, power adapter, and protective case that they were provided last year. New students will be provided with the same list of equipment. All MacBooks will have updated software and the latest operating system pre-installed.

In order to ensure that our students have consistent access to technology resources for learning, we will continue our laptop damage policy again this year. All laptop damage which occurs after the student receives his, or her laptop is the financial responsibility of the student's family. Laptops will be routinely checked for damage throughout the year as deemed necessary by the Technology Department Staff. Damage will be the responsibility of the student/parents and will be billed accordingly. Accidental damage will incur a cost of \$100.00 for repairs if necessary.

Students/parents are responsible for buying a replacement AC adapter if theirs is lost and presenting it to the Technology Staff to be documented as a permanent replacement. The flat fee for a replacement AC adapter, provided by the school is \$100. The flat fee for a lost laptop sleeve is \$50.

In the event that a computer, adapter, or other related equipment is lost, damaged, or stolen, the student must notify the Technology Department IMMEDIATELY and fill out a damage/loss report form that must be returned to the technology department the following day. Although all Hill Top owned laptops are covered under an insurance plan, this insurance ONLY covers damage that is considered "normal wear and tear" or a true accident. Safeware does NOT cover broken parts when the damage is a result of negligence or abuse.

This policy is in addition to the existing laptop agreement found in the Parent/Student Handbook. By signing the 2019/2020 Handbook Acknowledgement Form, you agree to both policies. Please contact the technology department if you have any questions.

Sincerely,

Technology Department



HILL TOP

Preparatory School

FROM THE BUSINESS OFFICE

The issues relating to tuition, payments and/or other financial matters are private matters between the parents and the Business Office. I would ask you to consider this when communicating with Hill Top via phone, email, fax, etc. My direct contact information is below. **Also please make sure all written correspondence or envelopes are clearly marked to the attention of the Business Office.**

Board policy states all enrollment contracts and financial arrangements must be completed and in the school's Business Office before a student may attend classes or activities of the school.

Credit Card Payment

Hill Top has established an online payment system through Diamond Mind. Parents can make payments for tuition and/or any activity through their credit card, debit card or ACH direct draw from their bank. All payment information is completely secure using the highest security standards in the industry. To make a payment:

- Go to the school's website and click on the "Pay Now" tab, or enter it directly clicking here: <https://hilltopprep.diamondmindinc.com>. This takes you to the landing page of the payment portal.
- Review the introduction that provides information about the payment methods that are accepted. Then, click to enter the portal and begin making your payment.
- Complete the student or parent name information required in the first step.
- Complete the billing information and payment method section.
- Review and submit your payment.

Payment acceptance methods and any fees associated with an electronic payment are outlined in the payment portal. For more information regarding the benefits of making tuition payments online, go to <http://diamondmindinc.com/parentinfo/>. You can also find answers to commonly asked questions about online tuition payments at <http://diamondmindinc.com/parentFAQ/>.

Payments may be made for such items as lunch program, transportation, Fun Fridays, school events to name a few. Any questions should be directed to the Business Office.

Lunch

In the past, when a student forgot his or her lunch, the Business Office advanced the student a small sum of money. This year, if a child who is not participating in the school lunch program forgets their lunch, they will automatically be enrolled in the lunch program for the day and the parent will be notified of the charge.

Petty Cash

Throughout the year, our students sometimes have need of funds for various reasons. A forgotten lunch is usually the primary reason, but there are additional reasons, such as, a snack at the school store, public transportation / taxi, before or after school activities, a school trip and things of that nature. Each student must bring at the start of school **Twenty Five dollars \$25** (in small bills, **no checks please**). It will be kept locked in the Business Office and, as a student has a need, the funds will be dispensed. If a student uses all of the funds, a request will be sent home for additional funds with a note as to the uses of the funds. At the end of the year, all unused funds will be returned or held to the next year.

Financial Standing

Hill Top Preparatory School Students are considered in good financial standing when their accounts with the business office are paid in full. Students accounts not in good financial standing will be subject to not receiving report cards, transcripts, diplomas or other forms of recognition, recommendation, or comment from Hill Top. Please refer to the Parent & Student Handbook for additional information.

Thank you,

Business Office
Ph - (484) 222- 2813
Fax – (484) 222-2814